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Third United Nations Conference on the
Least Developed Countries
Brussels, Belgium
14-20 May 2001

INFORMATION FOR PARTICIPANTS

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CONTENTS

		Page
1.	Date and venue of the Conference	3
2.	Participation in the Conference	3
3.	Visa requirements and immunities	4
4.	Health requirements	4
5.	Climate and clothing	4
6.	Voltage	4
7.	Personal effects and other articles	4
8.	Currency	4
9.	Hotel accommodation	5
10.	Arrival in Belgium	5
11.	Local transportation	5
12.	Car parks	5
13.	Conference Premise	6
14.	Other Venues	6
15.	Registration and accreditation (access to the Conference venue)	6-7
16.	Protocol Offices of the United Nations, the Belgian Ministry of Foreign Affairs and the European Commission	7
17.	Host Committee	8
18.	Postal, telephone, cable, telex and facsimile services	8
19.	Media and press	8
20.	Seating arrangements	9
21.	Requests for meetings	9
22.	Interpretation	9
23.	Admission to official meetings	9
24.	Documentation	10
25.	Distribution of statements delivered in the general debate	10
26.	First aid and health services	10
27.	Lost property	10
28.	Travel services	10
29.	Conference programme	11
30.	Additional information	11
(i)	Annex A	12
(ii)	Annex B	13
(iii)	Annex C	14

1. DATE AND VENUE OF THE CONFERENCE

The Third United Nations Conference on the Least Developed Countries (LDC III) will be held from 14 to 20 May 2001 in the premises of the European Parliament building, Rue Wiertz, 60, B-1047 Brussels, Belgium, telephone (+32-2) 284.21.11.

The Conference will be preceded by a briefing on organizational matters on 13 May 2001, at the Centre Borschette, located at:

Centre de Conférences "Albert Borschette"
Rue Froissart, 36
B-1040 Brussels, Belgium
Telephone: (+32.2) 295.87.60
Fax: (+32.2) 299.56.90

Both buildings are located near the Rond-Point Schuman.

2. PARTICIPATION IN THE CONFERENCE

Participation in the Conference will be open to the participation of the following in accordance with the rules of procedure of the Conference:

(a) Representatives of States members of the United Nations and of the United Nations Conference on Trade and Development;

(b) Representatives of the European Union Institutions as host of the Conference;

(c) Representatives of organizations that have received a standing invitation from the General Assembly to participate in the sessions and the work of all international conferences convened under its auspices in the capacity of observers;

(d) Representatives of the specialized and related agencies;

(e) Representatives of intergovernmental organizations in consultative status with the United Nations and UNCTAD;

(f) Representatives of interested United Nations organs;

(g) Representatives of non-governmental organizations in consultative status with the Economic and Social Council and UNCTAD;

(h) Representatives of other intergovernmental organizations specially invited by the Secretary-General of the Conference;

(i) Representatives of non-governmental organizations approved and invited by the Preparatory Committee to attend the Conference;

(j) Other persons invited by the Secretary-General of the Conference.

3. VISA REQUIREMENTS AND IMMUNITIES

A visa for entry into Belgium may be required. Participants concerned are strongly advised to seek information on requirements applicable in their case from Belgian diplomatic or consular missions in their home countries. In some countries where no Belgian representation exists, missions from other European Union member States will have to be contacted. Where a visa is required, applicants are strongly advised to apply at least six weeks prior to departure for Brussels. All visas for participants duly invited by the Secretary-General of the Conference will be free of charge.

The Belgian authorities will do their utmost to facilitate access procedures for all participants.

4. HEALTH REQUIREMENTS

There is no particular need for participants to take specific health precautions.

5. CLIMATE AND CLOTHING

The weather in May in Brussels is normally mild with occasional showers. Medium-weight clothing will therefore be sufficient.

6. VOLTAGE

Electricity in Brussels is generally 220 volts (50 cycles). There are different kinds of plugs and sockets in use. Travellers with computers, shavers, tape recorders and other appliances should carry a plug adapter kit.

7. PERSONAL EFFECTS AND OTHER ARTICLES

Participants may bring all personal effects without paying customs duties.

Details on customs procedures on the importation and exportation of certain goods (e.g. tobacco and alcoholic beverages) can be found on the website of the Belgian Ministry of Finance: www.minfin.fgov.be.

8. CURRENCY

The monetary unit is the Belgian franc, made up of 100 centimes. Notes are issued in denominations of 100, 200, 500, 1000, 2000 and 10,000 francs, and coins of 1, 5, 20 and 50 centimes. 40.3399 Belgian francs are equivalent to one euro.

Travellers' cheques, credit cards and foreign currency notes of all major currencies are accepted. Banking facilities will be available in the European Parliament building where the LDC III Conference will be hosted.

9. HOTEL ACCOMMODATION

Brussels has a full range of hotels of different categories, and many embassies accredited to the European Union and to the Belgian Government have specific accommodation arrangements with designated hotels.

A limited number of rooms are being made available to participants at the Belgian franc/euro rates quoted in the booking form attached (annex A).

Participants are advised to reserve their hotel rooms as early as possible and not later than 10 April 2001. A map of Brussels is also attached as annex B for reference.

10. ARRIVAL IN BELGIUM

To facilitate the reception of delegations on arrival and departure, a Reception and Information Desk will be set up at Brussels National Airport. VIP facilities will be available for dignitaries. The date of arrival and flight number of Heads of State or Government and heads of delegation should be communicated directly to Protocol (see section 16 below):

A railway service links Brussels Airport with the Midi-Zuid station in downtown Brussels every 20 minutes. From the station, rapid and free public transport (buses) connecting to the hotels, European Parliament buildings and the Solvay library will be available to the participants.

11. LOCAL TRANSPORTATION

The City of Brussels' public transport network (underground, bus and tramway) will be available for all the participants to the Conference. Special bus lines connecting to hotel zones mentioned in annex A and Conference premises will run during the event. Upon arrival at the airport, participants will receive information concerning the public transport network in and/around Brussels. Affordable taxi services are also available. In addition to the public transport facilities, private cars with or without drivers, vans and buses are available for hire on a commercial basis.

12. CAR PARKS

A limited number of parking spaces will be reserved for delegations in the European Parliament building parking grounds. Special parking stickers must be obtained from the European Parliament Security Division:

European Parliament -Security Division
Rue Wiertz, 60
1047 Brussels, Belgium
Telephone: (+32.2) 284-32-00
Fax: (+32.2) 284-49-96

13. CONFERENCE PREMISES

The conference premises of the European Parliament building will be the main venue for the Conference. The meeting rooms consist of the Plenary Hall, Main Committee Room, and general debate and parallel events rooms, as well as a few medium-sized rooms for regional groups and small meeting rooms for informals. A fully equipped press conference room and space for exhibitions and a cybercafé will be also available. The Conference secretariat offices will also be located at the European Parliament building.

14. OTHER VENUES

The NGO Forum Plenary will be held in the Charlemagne building of the European Commission from 10 to 12 May 2001.

The European Commission – Charlemagne Building
Rue de la Loi, 170
B-1049 Brussels, Belgium
Telephone: (+32.2) 298-93-22
Fax: (+32-2) 298-93-26

The NGO Forum during the Conference will be held from 14 to 20 May 2001 at :

La Maison de l'Europe - The Solvay Library
Rue Belliard 137 (Parc Léopold)
1040 Brussels, Belgium
Telephone: (+32.2) 738-75-96
Fax : (+32.2) 736-29-85

More details about the NGO Forum and NGO-related matters can be obtained from Ms. Daphne Davies, telephone (+32-2) 743-87-81 and fax: (+32-2) 732-19-34, e-mail address:forum@clong.be. Information can also be obtained from Ms. Gloria V. Koch, UNCTAD Civil Society Outreach, E-mail: gloria-veronica.koch@unctad.org, telephone (+41-22) 907-56-90 and fax: (+41-22) 917-01-22.

15. REGISTRATION AND ACCREDITATION
(access to the Conference venue)

For purposes of pre-registration and accreditation and the issuance of security badges, until 6 May 2001 the credentials of all participants should be communicated in writing using the attendance form (annex C) as soon as possible to:

LDC III Conference – Credentials
UNCTAD (Attention: Mrs. Al-Rahal)
Palais des Nations (E-8103)
1211 Geneva 10, Switzerland
Fax: (+41-22) 907-00-56

It would be appreciated if every effort could be made to submit credentials by 27 April 2001.

As from *7 **May 2001***, all communications relating to registration and accreditation should be addressed to:

Registration and Accreditation (LDC III)
The European Parliament
B-1040 Brussels, Belgium
Fax: (+32.2) 284-69-24

On-site registration at the European Parliament building for all participants will take place daily as of 10 May 2001, from 9.00 a.m. to 6.30 p.m. To register and to obtain photo ID badges, all participants should go to the Registration Counter with their passport and their credentials.

16. PROTOCOL OFFICES OF THE UNITED NATIONS, THE BELGIAN MINISTRY OF FOREIGN AFFAIRS AND THE EUROPEAN COMMISSION

The dates of arrival and departure and flight numbers of *Heads of State or Government and Heads of Delegation* should be communicated directly to: (i) the Protocol Department, Ministry of Foreign Affairs, Government of Belgium, (ii) European Commission Protocol and (iii) the United Nations. This information should be forwarded as soon as possible to:

1. Protocol (LDC III)
Ministry of Foreign Affairs
Place du Petit Sablon, 8
1000 Brussels, Belgium
Telephone: (+32.2) 501-46-18
Fax: (+32.2) 511-20-01 Attention: Daniel Leroy

2. European Commission (Protocol LDC III)
Avenue d'Auderghem, 45 – Bâtiment Breydel
1040 Brussels, Belgium
Telephone: (+32.2) 295-23-24
Fax : (+32.2) 295-59-57 Attention: Sabine Goddeeris

3. United Nations Protocol (LDC III)
Palais des Nations
Geneva, Switzerland
Telephone: (+41.22) 907-57-27
Facsimile: (+41.22) 907-00-56

As from ***11 May 2001,*** communications should be addressed to:

United Nations Protocol (LDC-III)
European Parliament Building
60, rue Wiertz
B-1047 Brussels, Belgium
Fax: (+32.2) 284-90-08

17. HOST COMMITTEE

The European Commission, the European Parliament and the Government of Belgium have established a Conference Committee for LDC III which is responsible, in consultation with the Secretary-General of the Conference, for all the arrangements required for the functioning of the Conference.

18. POSTAL, TELEPHONE, CABLE, TELEX AND FACSIMILE SERVICES

A post office service will be available at the European Parliament building for postal, cable, telex and facsimile services. Sufficient telephones operated by both card and cash will be available on site. All of the above services will be for each delegate's own account.

19. MEDIA AND PRESS

A Media Centre is available for the exclusive use of accredited correspondents and is located on the ground floor of the European Parliament building. The Media Centre will be equipped with appropriate electrical power outlets for personal laptops, typewriters, telephones, fax facilities, closed-circuit television and a press documentation counter. Accredited media correspondents will also have allocated seating in meeting rooms during public sessions.

Media accreditation forms will be distributed throughout the UN system a few months prior to the Conference, or they can be obtained from *United Nations Headquarters in New York (see address below).* Completed application forms must be accompanied by a letter of assignment issued on official headed paper and carrying the original signature of the Editor or Bureau Chief. They should be mailed or faxed ***before 7 May 2001*** to:

Attention: Ms. Sonia Lecca
LDC III
Media Accreditation and Liaison Unit
Department of Public Information
United Nations - Room S-250
New York, N.Y. 10017, U.S.A.
Fax: (+1- 212) 963-46-42

And ***after 7 May 2001*** to:

Attention: Ms. Sonia Lecca
Media and Press Accreditation LDC III)
European Parliament Press Service
Rue Wiertz, 43
B-1047 Brussels, Belgium

Press:
Telephone: (+32.2) 284-20-54
Fax: (+32.2) 284-21-28

Audiovisual:
Telephone: (+32.2) 284-48-17
Fax: (+32.2) 230-12-06

20. SEATING ARRANGEMENTS

In the Plenary Hall, it will be possible to provide three seats for each member State. Additional seats will be available in the public gallery for other members of delegations. In the Committee rooms, there will be one seat at the table. Representatives of the specialized agencies, intergovernmental organizations, and non-governmental organizations will have one seat at the table in all meeting rooms.

Delegations will be seated in French alphabetical order.

21. REQUESTS FOR MEETINGS

Within the limits of the space and services available, every effort will be made to accommodate regional groups and other delegations which may wish to meet informally.

22. INTERPRETATION

Simultaneous interpretation will be provided in Arabic, Chinese, English, French, Russian and Spanish for the interactive debate, the Committee of the Whole and general statements. For the parallel events and civil society events, simultaneous interpretation will be provided in Arabic, English, French and Spanish.

Any representative may, in accordance with rule 53 of the rules of procedure of the Conference, make a speech in a language other than the above six languages. In this case, the representative must provide either interpretation services or a written text of the speech in one of those six languages. Interpretation into the other five languages of the Conference may be based on the interpretation or translation supplied by the representative.

It would assist the interpreters if copies of statements to be delivered in Plenary could be provided in advance to the Conference Room Officer assigned in each of the meeting rooms.

23. ADMISSION TO OFFICIAL MEETINGS

The interactive debates, general statements, parallel events and civil society events will be public. Unless otherwise decided, all other meetings will be private. The interactive debates will take place in the Plenary Hall and the general statements will be made in Room 4B01. There will be limited seats for the press and observers in designated areas in the Plenary Hall.

24. DOCUMENTATION

The documentation of the Conference, which will be issued in Arabic, Chinese, English, French, Russian and Spanish, will consist of:

(a) *Pre-session documents*, which will be distributed before the opening of the Conference. All delegations should bring their copies with them, as in conference venues away from headquarters, participants are entitled to receive only up to five complete sets of these documents in the language of their choice per delegation. Subsequent requests for copies will be met as long as stocks permit. A limited number of copies relevant to the agenda item under discussion will also be made available in the meeting room.

(b) *In-session documents*, which will, in accordance with instructions received from delegations, be distributed to them in the number of copies and the language of their choice through the "pick-up boxes" at the Documents Distribution Counter.

25. DISTRIBUTION OF STATEMENTS DELIVERED IN THE GENERAL DEBATE

Texts of general statements delivered at the Conference which are remitted to the secretariat will be reproduced and distributed during the Conference in the language version(s) in which they are provided to the secretariat. There will be no facilities within the secretariat for typing, translation or reproduction in the other working or official languages of the Conference. There will be no distribution of statements in the meeting rooms.

26. FIRST AID AND HEALTH SERVICES

An on-site service will provide all first aid facilities at the European Parliament building. Ambulance services will be on site should transfer be required to the local hospital. All costs incurred at hospitals or for other medical care will be at each delegate's own expense.

27. LOST PROPERTY

Enquiries regarding lost property should be addressed to the Security Desk within the European Parliament building.

28. TRAVEL SERVICES

Offices of the tourist and air travel agencies located within the European Parliament building will assist delegations in making arrangements for local and international travel, and also for tours in Belgium.

29. CONFERENCE PROGRAMME

The detailed programme of the Conference will be issued in a separate document. A daily ***Journal***, which will include announcements of other events, will be issued during the Conference and made available at each of the meeting locations and hotels.

30. ADDITIONAL INFORMATION

LDC III conference information can be accessed via the internet at: http://www.un.org/events/ldc3/conference/index.html

Requests for further clarification and/or additional information should be addressed to:

Mr. Awni Behnam
Secretary of the LDC III Conference
UNCTAD secretariat
Palais des Nations
1211 Geneva 10
Telephone: (+41 22) 907-57-27
Fax: (+41 22) 907-00-56

Annex A

THIRD UNITED NATIONS CONFERENCE ON THE LEAST DEVELOPED COUNTRIES

PLEASE COMPLETE IN CAPITAL LETTERS
AND RETURN AS SOON AS POSSIBLE TO :

RESOTEL - 122, avenue de l'Atlantique - 1150 Brussels - Belgium
Tel : +32.2/779.39.39 - **Fax : +32.2/779.39.00** - E-mail : info@resotel.be

Company / Organisation / Local Authority

Address

City

Zip code Country

Telephone + Fax +

E-Mail

MR-MS MRS	Family Name	First Name	Date of Arrival	Date of Departure	Nr of nights	Single	Double	Arrival time
			/05/01	/05/01				
			/05/01	/05/01				

We confirm the reservation of the special prices offered for the 3rd ... of the following hotels (please tick your choice with 1, 2, 3 and 4)

CHOICE	HOTELS	SINGLE IN BEF / EURO	DOUBLE IN BEF / EURO	LOCATION	MAP LOCATION
	Zum Alten ***	3.200 / 79.33	4.400 / 109.07	Centre	2
	Capital ***	3.300 / 81.80	4.700 / 116.52	Centre	2
	Citadines ***	3.590 / 88.99	4.792 / 118.80	Centre	2
	Sea ***	3.600 / 89.24	4.200 / 104.12	North	1
	Tulip Inn ***	4.000 / 99.16	4.750 / 117.75	Centre	2
	Port ***	4.230 / 104.87	4.770 / 118.24	North	1
	Liberty ***	4.330 / 107.36	4.870 / 120.72	EEC	4
	Tulip Inn Bloom ***	4.350 / 107.85	4.830 / 119.73	North	1
	Le Dixseptième ***	4.450 / 110.33	5.200 / 128.93	Centre	2
	Eurovillage ***	4.820 / 119.49	5.400 / 133.88	EEC	4
	Holiday Inn ****	4.870 / 120.72	5.870 / 145.51	Centre	2
	Novotel Bruxelles ***	4.950 / 122.71	5.450 / 135.12	EEC	4
	Scandic ***	5.130 / 127.19	6.130 / 151.99	Centre	2
	Aventera ***	5.200 / 128.93	6.200 / 153.73	Centre	2
	Sirotel ****	5.950 / 147.50	6.850 / 169.81	Centre	2
	Europa ****	6.150 / 152.45	6.950 / 172.29	EEC	4
	Metropole ****	6.450 / 159.90	8.950 / 221.86	Centre	2
	Dorint ****	6.454 / 160.00	7.454 / 184.83	EEC	4
	Swissotel ****	8.000 / 198.31	8.800 / 218.15	EEC	4
	Amigo ****	8.500 / 210.71	9.500 / 235.51	Centre	2
	Manos *****	9.500 / 235.49	10.500 / 260.28	Centre	2

The above quoted prices are in belgian francs and in Euro, per room, per night, including breakfast, taxes and service.

N.B.

1 All rooms must be **imperatively** guaranteed by a credit card

Type N : valid thru

2 **All cancellation of reservation must be done in writing to RESOTEL, at the latest 48 hours before the day of arrival.** If you do not cancel your reservation following this procedure, the hotel will be entitled to charge you for the first night reserved.

3 Hotel allocation will be offered on a "first come, first served basis"

4 You are advised to reserve your hotel rooms before April 10th, 2001. After that date, hotel reservations will be subject to the availability of the hotels.

Date Signature

Annex B

CENTRE NORTH
CENTRE GRAND PLACE
CENTRE LOUISE
EEC - EUROPEAN PARLIAMENT
Wemmel
Asse
Jette
Ganshoren
Koekelberg
Schaerbeek
St-Josse
Evere
Zaventem
Kortenberg
Steenokkerzeel
Kraainem
Wezembeek-Oppem
Dilbeek
Anderlecht
St-Lambrechts-Woluwe
St-Lambert
St.-Pieters-Woluwe-St.-Pierre
Tervuren
Auderghem
Watermaal-Bosvoorde
Watermaal-Bosvoorde
Ukkel
Uccle
St. Pieters-Leeuw
Drogenbos
Linkebeek
Beersel
Hoeilaart
Overijse
Zuienwoud
Forêt de Soignes

Annex C

UN-LDCIII BRUSSELS 14-20 MAY 2001
PARTICIPANT REGISTRATION FORM

PLEASE PRINT CLEARLY ALL INFORMATION / VUEILLEZ ECRIRE EN CHARACTERES D'IMPRIMERIE

Family Name **Nom Famille**		**Mr./M.** ☐
		Mrs./Mme. ☐
First Name **Prenom**		**Ms./ Mille** ☐
Official Title **Titre Officielle**		

Delegate of Country/Organization	**Délégué du Pays/Organisation**

Head of Delegation	**Alternate Rep.**	**Delegation**	**Delegation Support**
☐	☐	☐	☐
Chef de Délégation	**Rep. Suppiéant**	**Délégation**	**Support Délégation**

Member State		**NGO with ECOSOC status**	
IGO		**NGO with UNCTAD status**	
IPU		**NGO Approved for LDCIII**	
UN Organisation/ Other Specialised Agencies		**Media/Press**	
Speaker/Panellist/Parallel Events and Expositions		**Daily Admission/Visitor**	

Email Address / Adresse Electronique		
	@	

My Passport Details / Details du Passeport		
Passport N°./N°. Passeport	**Exp. Date/Date d'Exp.**	**Country of Issue / Pays d'Obtension**
Date of Arrival and Departure **Date d'Arrivée et Départ**	**From** **De**	**Until** **Au**

Address in Host Country (Hotel Rm. & Tel. N°.) **Adresse dans le Pays Hôte (Hôtel Chambre & Tel. N°.)**	
Permanent Official Address **Adresse Officielle Permanente**	
Telephone and Fax N°. **N°. de Téléphone et Fax**	**Tel. N°.** **Fax N°.**

Signature		**Date**	

OFFICIAL USE

Date Registered		**Card Type**	
ID number		**Treated By**	